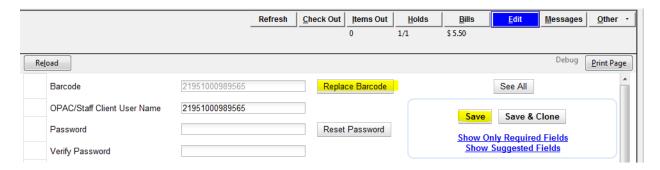


## **Chapter 3: Registering Patrons**

## 3) Reissue Patron Library Cards

Pull up the patron account by searching for the patron's name (F4).



Click on the Edit button in the Patron Account on the top right-hand side of the screen. The Replace Barcode button is located on the right-hand side of the Barcode box. Click Replace Barcode and then scan the new barcode number into the first box. TIP: If you hit the tab key, the OPAC Staff Client User Name will auto-fill and you won't need to type or scan it again. Make sure to Save the changes by clicking the Save button.

*NOTE:* The old barcode is *NOT* freed up for use with another patron. It remains attached to the patron until they are purged from the database manually.